

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
DIVISION OF COMMUNITY AFFAIRS**

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**CDBG****Community Development Block Grant Program****MANAGEMENT MEMORANDUM****Memorandum Number: 003****TO: All Eligible Jurisdictions and Interested Parties****DATE: March 8, 2000****SUBJECT: Ten percent set-a-side and Planning/Technical Assistance Application Deadline****Ten Percent Set-a-side/General Allocation**

This notice is to advise participants within the Community Development Block Grant (CDBG) program of the procedure to use in accessing the 10% set-a-side within General Allocation grant awards. In the past, the CDBG program has allowed General Allocation grant recipients to utilize up to 10% of the activity dollars (total grant award minus general administration) for any CDBG eligible activity as described in the General Allocation Notice of Funding Availability (NOFA). Effective with the 2000 grant funding cycle, any City or County wishing to use the 10% set-a-side must request to do so in the original application. No amendments to utilize the set-a-side will be approved after the application due date. In addition, only one activity/project may be undertaken with the 10% set-a-side funds.

**Planning/Technical Assistance Deadline**

This notice is to inform eligible cities and counties that the deadline for applications for 1999 Planning/Technical Assistance (P/TA) funds is April 28, 2000. All applications for fiscal year 1999 P/TA funds must be in our office as of that date. Please note that this is not a postmark date.

In May of 2000, the CDBG program will issue the 2000 Notice of Funding Availability (NOFA) and application forms for the 2000 P/TA grants and begin accepting applications at that time.

If you have any questions regarding this memorandum, please contact your field representative or call the CDBG program at (916) 445-6000.